



Cathedral of Praise International Ministries
Bishop Craig W. Johnson, Visionary/Senior Pastor
SPECIAL EVENT BUDGET REQUEST FORM



*****MUST BE ATTACHED TO SPECIAL EVENT REQUEST FORM*****
(REQUIRED FOR EVENTS OVER \$500.00)

| | |
|-----------------------------------|----------------------|
| Event Title: | Hosting Ministry: |
| Event Date: | Contact Person: |
| Total Requested Budget Amount: \$ | Date Form Submitted: |

****NOTE: Anticipated Revenue MUST BE completed in order for your Special Event Form to be reviewed. If zero revenue is anticipated, please note such.****

| ANTICIPATED REVENUE: (Be sure to list all sources of income) | | |
|---------------------------------------------------------------------|-----------|-----------------------------|
| Item: | Amount: | Actual: (FOR OFFICE USE) |
| Offering | \$ | \$ |
| Event Admission/Donations | \$ | \$ |
| Product Sales | \$ | \$ |
| In-Kind Donations | \$ | \$ |
| Other Revenue () | \$ | \$ |
| GRAND TOTAL: | \$ | \$ |

| ANTICIPATED EXPENSES: | | |
|--------------------------------------------|-----------|-----------------------------|
| Item: | Amount: | Actual: (FOR OFFICE USE) |
| Advertising (Newspaper, TV, Radio, Eblast) | \$ | \$ |
| Audio Technician | \$ | \$ |
| Decorations | \$ | \$ |
| Deposits () | \$ | \$ |
| Facility Rental Fees | \$ | \$ |
| Equipment Rental (Sound System, etc.) | \$ | \$ |
| Food/Catering Cost | \$ | \$ |
| Gifts/Prizes (Baskets/Gift Cards, etc.) | \$ | \$ |
| Honorarium (Speaker) | \$ | \$ |
| Honorarium (Music Guest/Musicians) | \$ | \$ |
| Hotel Expense | \$ | \$ |
| Miscellaneous Supplies () | \$ | \$ |
| Per Diem/Petty Cash | \$ | \$ |
| Rental Car | \$ | \$ |
| Travel Cost (Flight) | \$ | \$ |
| Other: | \$ | \$ |
| Other: | \$ | \$ |
| GRAND TOTAL: | \$ | \$ |